

Class Code 4919/Exempt
Position Title Program Manager
Working Area Community Resources
Effective Date August 12, 2003



JOB DESCRIPTION

Scope

Manage all business activities related to the County's Community Development Programs which includes affordable housing, infrastructure and revitalization of targeted communities within Seminole County.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Organization and development of program contracts, compliance oversight with State and Federal agencies, coordinating with the County's Housing and HUD Program Managers regarding fiscal and administrative aspects of all programs, management of consultant contracts, staff supervision, new program development, knowledge and review of financial pro-formas in selection of sub-recipients, knowledge of State and Federal SHIP, CDBG, HOME and other grant programs.

Minimum Qualifications

Knowledge and Skills

Supervisory experience, communication and leadership skills and a demonstrated ability to work with staff and the community. Experience in construction and acquisition and public speaking is desirable. Must be willing to attend all required training through State and Federal funding agencies.

Education

Requires a Masters Degree in Public Administration, Business or Planning and (3) years progressive professional management experience including *A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

Working Conditions

The work environment for this position is primarily a general office setting with some fieldwork as necessary. The incumbent performs most duties sitting at a desk, table, or workstation. Incumbents in this position are exposed to radiant and electrical energy found in the office environment.